Accessing MyRCC:
1. go to the RCC Homepage at Rappahannock.edu
2. Click on the MyRCC link in the top left:

What is in MyRCC?
My RCC will have links to the applications you use most at RCC:

Blackboard—RCC’s online course management system. Students can find course information in this system along with syllabus, announcements and instructor contact info. If you login to myRCC and you do not see any classes listed in Blackboard, don’t panic. Your official enrollment is through the VCCS Student Information System (SIS). Instructors have until the first day to make classes available to students.

SIS Student Information System—Access to register for classes, view and request transcripts, pay tuition, view course schedules and check grades at the end of the semester.

Gmail—All students are required to use their student email when communicating with faculty and staff. This is the official form of communication for the college. Your email account is in Gmail and your address is your username@email.vccs.edu. If you are a first time user, you will need to verify the account upon entering into the system. You will continue to have your email address even after completing RCC. This access also gives you Google Apps for Education (Google Drive, YouTube, Google Sites, etc.).

Library Services—Direct access to the online library database for the VCCS.

Virginia Education Wizard—Access to Virginia’s resources for college. Help with career assessment, college cost calculator, college search and transfer plans.
How do I use MyRCC—First time Users:

1. If you do not have your username click on the Forgot Username button to look up your username and set a temporary password. Once you have your username, continue to next step.

2. Enter your Username in the box

3. Enter your temporary Password (you will be prompted immediately to change it.)

4. Click Sign In

Changing Passwords

1. If you are a first time user you will be prompted automatically. If you are not, you will need to click Account Details

2. Type your New password in the box, then once again just below that

3. Note the Password Requirements:
   a. 8—32 Characters in Length
   b. At least one UPPERCASE letter
   c. At least one lowercase letter
   d. At least one Number (0—9)
   e. At least one Special Character (e.g. !@#$%)

3. Set Security questions—You need to set 5 security questions and answers to be used if you forget your password or when it expires. You may choose one of theirs (top of screen) or type your own questions.
   - Keep the answers simple, but unique to you—they will ask you a random 3 of the 5.

4. Click OK at the bottom of the screen
   You will be prompted to log in using the new password.

Note: Please allow 10 minutes between changing your password and accessing Blackboard or SIS.